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Personnel

UNIFORM CLOTHING ITEMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Maj Michael R. Foster)
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This instruction implements AFR 36-29, *Military Standards*, by providing guidance and procedures for acquiring Air Force uniforms. This instruction describes how uniform changes are recommended, categories of uniforms, and the responsibilities of the various agencies involved in the acquisition management of mandatory, optional and organizational clothing items. To help understand the acquisition process and terms used, users of this instruction should be familiar with the Department of Defense (DoD) 5000 series guidance and the appropriate Air Force supplements. This instruction applies to persons who are responsible for managing, developing, and acquiring mandatory, optional, and other organizational clothing items. It does not apply to US Air Force Reserve and Air National Guard units and members.

SUMMARY OF REVISIONS

This revision aligns the instruction with AFR 36-29.

1. How To Request Uniform Changes:

1.1. Individuals, major command (MAJCOM) uniform boards, HQ USAF, field operating agencies (FOA), and direct reporting units (DRU) may recommend changes to the uniform.

1.1.1. Individuals use AF Form 1000, **United States Air Force Suggestion**, to submit recommended changes to their MAJCOM Uniform Boards. If approved, the MAJCOM forwards the AF Form 1000 to the Air Force Uniform Board (AFUB) for review and approval by the Chief of Staff.

1.1.2. Air Staff, FOAs, and DRUs submit AF Form 1000 directly to the AFUB for consideration.

1.2. Individuals or activities use AF Form 1000 to submit recommended changes to the cadet and preparatory student uniform to the Superintendent, United States Air Force Academy (USAFA). For proposed changes to the standard Air Force uniform or wear criteria, USAFA follows **1.1.2.** procedures.

1.3. Individuals or activities use AF Form 1000 to submit recommended changes to the Reserve Officer Training Corps (ROTC) cadet and Officer Training School (OTS) candidate uniforms to their appropriate commandant who will forward approved changes to the AFUB. For proposed changes to the standard Air Force uniform or wear criteria follow the [1.1.2.](#) procedures.

1.4. AFUB reviews each request and forwards its recommendation for approval or disapproval to the Chief of Staff. If approved by the Chief of Staff, the AFUB notifies SAF/AQ to issue a program management directive to formally start the acquisition process.

2. General Responsibilities and Authorities:

2.1. Each MAJCOM, the USAFA, and OTS and ROTC commandants will establish a uniform board to review uniform changes.

2.2. SAF/AQ monitors the acquisition process and provides the assistance necessary to meet the requirements of DoD and Air Force acquisition directives.

2.3. HQ USAF/DP administers the change process through the AFUB, serves as AFUB chairperson, establishes military dress and appearance policies, and establishes uniform clothing allowance.

2.3.1. Notifies SAF/AQ and HQ USAF/LG of recommendations approved by the Chief of Staff that require follow-up actions.

2.3.2. Coordinates with the Institute of Heraldry to design and develop badges and insignia.

2.4. The AFUB reviews proposals for new or changed uniform clothing items and changes to uniform clothing wear policies for Chief of Staff approval.

2.5. HQ USAF/LG monitors the supply and establishes up-front Defense Personnel Support Center (DPSC) procurement funding policies in conjunction with Air Staff and MAJCOM functional managers.

2.6. Air Force Materiel Command (AFMC) acquires new uniform items for the inventory, monitors the supply and provides a HQ AFMC focal point to manage the acquisition process.

2.7. Army and Air Force Exchange Service (AAFES), through local Military Clothing Sales Stores, distribute uniform clothing apparel and accessories. AAFES and HQ USAF/LG will establish a memorandum of understanding to document uniform clothing procurement and sales policies.

2.8. Defense Personnel Support Center (DPSC), as part of the Defense Logistics Agency, procures, stores, and supplies wholesale stocks of clothing and textile materials.

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Attachment 1

GLOSSARY OF REFERENCES AND TERMS

References

NOTE: The user of this instruction must verify the currency of the cited documents.

AFMAN 23-110, *USAF Supply Manual* (formerly AFM 67-1, Volume I, Part Three, Chapter 2)

AFJI 23-212, *Introduction of New Clothing and Textile Items Into the Department of Defense Supply System* (formerly AFR 67-145)

AFJI 34-210, *Army and Air Force Exchange Service Operating Policies* (formerly AFR 147-14)

AFJI 34-211, *Army and Air Force Exchange Service General Policies* (formerly AFR 147-7)

AFI 36-3014, *Clothing Allowance for Air Force Personnel* (formerly AFRs 35-52 and 39-23)

Terms

Development Item—An item being considered as a new or replacement for a mandatory, optional, or organizational uniform clothing item, or as a change to an item already approved.

Uniform Clothing Item—Wearing apparel, accessories, insignia, medals, ribbons, and component material of these items. These are further classified into mandatory, optional, and organizational clothing items.

Mandatory Clothing Item—Standard uniform clothing item issued in the first uniform clothing allowance or a like item available in any approved fabric. Each Air Force enlisted member must have these uniforms and specified quantities at all times.

Optional Clothing Items—A uniform clothing item other than a mandatory clothing item approved for wear by all Air Force personnel. This item may be purchased in military clothing sales stores or from commercial sources.

Organizational Clothing Item—A uniform clothing item issued to an individual on loan and remains the property of the organization. Two subclasses are distinctive and functional clothing items.

Program Management Directive—The official Air Force document used to direct acquisition or modification responsibilities to appropriate Air Force MAJCOMs for the development, acquisition, or modification of a specific weapon system, subsystem, or piece of equipment. It is used throughout the acquisition cycle to terminate, initiate, or direct research; development; production; or Class III, IV, or V modifications for which sufficient resources have been identified. States program unique requirements, goals, and objectives, especially those to be met at each acquisition milestone or program review.

Acquisition Process—The process through which a new or changed clothing item is designed, developed, tested, evaluated, produced, and introduced into the inventory.

The Air Force Uniform Board—This board, comprised of senior Air Force personnel, ensures the Air Force uniform is plain, but distinctive, and develops consistent policy on all uniform matters. The board reviews and selects items of uniform clothing, accessories, and insignia for approval by the Chief of Staff, USAF.

Test Uniforms—Development items used to evaluate the fit and suitability for use of proposed designs.